



# Northeast District Department of Health

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69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## Finance Committee Meeting Minutes 11/10/22

Start Time: 2:05 p.m.

Attendance: Elaine Lippke (Finance Chair), Nate Swift, Robert Kelleher, Luther Thurlow, Dr. Gail Dickinson, Susan Starkey, and Melissa Nichols.

Orla McKiernan-Raftery arrived at 2:08 p.m.

Guest: Lana Salisbury

No public participation.

### Meeting Minutes-October 27, 2022

Motion made by E. Lippke to approve the minutes of October 27, 2022, as presented. Seconded by N. Swift. E. Lippke, N. Swift, R. Kelleher, L. Thurlow and G. Dickinson in favor. Motion carried (5-0-0).

### FY22 Draft Audit Review Update

The Finance Committee reviewed the audit report with requested updates. Page 4, the second bullet point under Financial Highlights was revised to read *The General Fund's fund balance increased by \$83,670 to \$580,671 as a result of an increase in both the state per capita grant and town tax contributions.*

On page 7, the paragraph immediately following Table 2 has been revised to read *Much of the reason for the increase in net position for the year ended June 30, 2022, came from increased state per capita funding as well as town tax contributions (per capita fees) and the continued availability of COVID-19 related grant funding.*

In both revisions, state per capita funding was included where it was previously omitted. It is a clean audit.

The Finance Committee is going to ask the Board to accept the Audit at this afternoon's meeting.

### Staffing Budget-Environmental Services

At the last meeting, NDDH asked about the possibility of increasing the budget for staff so that another Environmental Health Specialist could be hired. The concept is good, but we are not prepared to add to staff. It will be too overwhelming for current staff to train two new employees while we still have two employees being trained. If we ask for more money it won't be until spring when we have a better idea whether we have funds to put a person in place.

The Finance Manager expressed concern that the new Ford Transit has S. Starkey listed as co-owner of the loan. This was an error on the part of the car dealership. NDDH requested that the vehicle be paid off using surplus funds. This would get the Director's name off the loan (and the possibility of any liability). We could consider a used car loan for the vehicle via Jewett City Savings bank but do not recommend that as the percentage will be high. There is \$51K in surplus and \$12K in reserve funds. The balance on the loan is \$28K. Additionally, paying off the loan would save \$5,200 in interest fees. We might also consider paying off the other vehicles.

We currently owe \$14K on the 2018 Copper Sportage, \$5,600 on the Ram Truck, and \$6,700 on the 2017 White Sportage. Daily interest on each vehicle runs between \$0.92-\$1.95/day. If we pay off all vehicles, it will go over the \$51K in surplus monies. No pre-payment penalties. It will cost us approximately \$55K however, we will save between \$5K-\$6K in interest. Monthly payments total \$1,400 for three vehicles.

When asked how using the surplus money would affect our hiring EHS staff, the answer is, it shouldn't. We are holding off on hiring two new people. We have one new person starting next week. She is entry level and will start off doing salon inspections and addressing complaints that are violations of the public health codes. In January, she'll start the food service inspector class and in March, the training for subsurface for septic and wells.

If we hire a second person in the spring, there will only be three months left in this year's budget necessary for salary and benefits.

N. Swift motioned to recommend to the Board that we pay off the Ford Transit using \$28K in surplus funds. L. Thurlow seconded. E. Lippke, N. Swift, R. Kelleher, L. Thurlow, O. McKiernan-Raftery and G. Dickinson in favor. Motion carried (6-0-0).

#### Unfinished Business

The December 15, 2022, Finance meeting will be to come up with an estimate per capita to go to the Board in January. One suggestion was to invite the staff members to come to the meeting to allow for conversation about what is needed and why we are limited in what we request. The Finance Chair is agreeable but does not want the meeting to go over the usual two hours allotted.

Other Business – R. Kelleher expressed concerns about being behind on food inspections. It was explained that we are doing our best but have to be patient as we await staff being tested to do food service inspections. There is currently a waiting list.

NDDH sent a letter to the Commissioner regarding our challenges. We have not heard back from her. There was a suggestion that we reach out to our legislators for assistance.

Next meeting: Thursday, December 15, 2022, at 3 p.m.

#### Adjournment

Motion made by R. Kelleher to adjourn. Second by L. Thurlow. E. Lippke, N. Swift, R. Kelleher, L. Thurlow, G. Dickinson and O. McKiernan-Raftery in favor. Motion carried (6-0-0).

Adjournment: 2:58 p.m.

Respectfully submitted,  
*Linda Violette Buisson*,  
Administrative Assistant